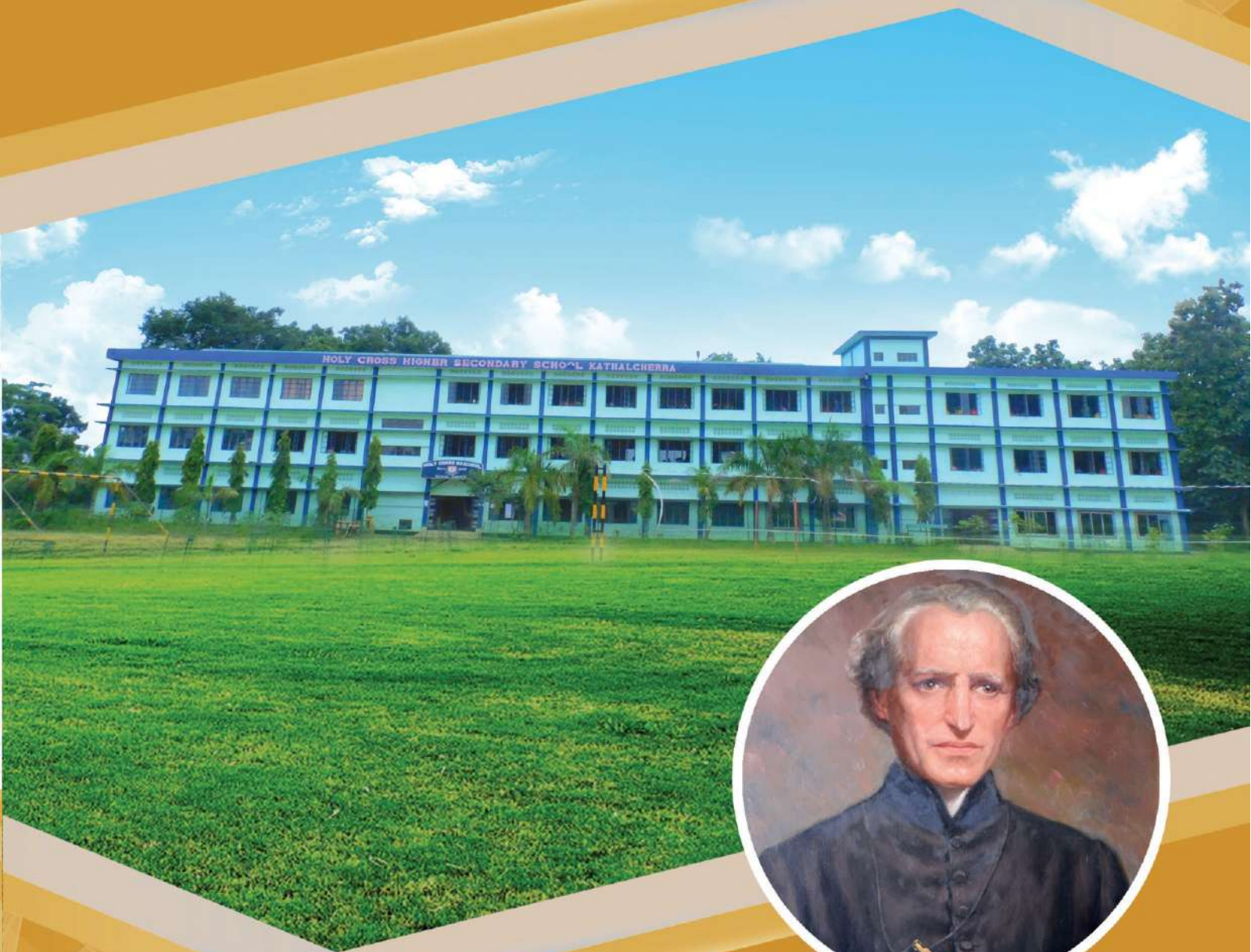


SCHOOL PROSPECTUS



HOLY CROSS HR. SEC. SCHOOL
Kathalcherra



BLESSED BASILE-ANTOINE-MARIE
Moreau



Holy Cross Higher Secondary School Kathalcherra was established by the Society of the Holy Cross Education Foundation, registered (3612/2000) under the Societies Registered Act to serve efficiently the people of Northeast India and Tripura in particular. Holy Cross Education Foundation is part of Holy Cross Tradition in Education. **In 1837 Fr. Basil Moreau, the Founder of the Congregation of Santé Croix, (Holy Cross),** envisioned education as the main source of empowering the young for a better and brighter world and to uplift the broken society of France. He prepared men and women religious, who wanted to see the world as he saw it, developed and empowered. To this end he founded a Congregation of priests to do pastoral and educational ministry, Marianite sisters to do educational and domestic ministry and he incorporated the Brothers of St. Joseph to do formal and non-formal education. These three branches were brought under the one umbrella of Santé Croix (Holy Cross). Thus Fr. Basil Moreau became a visionary who constantly spoke on the theme of unity as a family to keep the members focused on this meaningful mission of sowing the seed of **LOVE and PEACE.**

The Holy Cross tradition of operating a school and teaching young people began in post-revolutionary France at a time in which Christian education was a crucial concern. For Fr. Moreau, the vocation of a teacher was a special call from God as important as God's call to the religious life. Fr. Moreau defined a Holy Cross education when he said that true education consisted in forming the hearts of young people.

Holy Cross Education has the following characteristics:

- A Holy Cross School serves a diverse population.
- A Holy Cross School finds ways of providing educational opportunities for the poor and disadvantaged, even at the cost of considerable sacrifice.
- A Holy Cross School is community and family.
- A Holy Cross School's service includes helping students to get the best education possible.
- A Holy Cross School selects and re-trains teachers with great care.
- A Holy Cross School helps students become active and informed citizens and instill in them a strong sense of personal self-worth and feelings of accomplishment.
- A Holy Cross School provides an orderly learning environment with efficient and well-maintained facilities.

Holy Cross Higher Secondary School, Kathalcherra was established in the year 1983. The institution today has an entirely new outlook to mold the child with a refined character and academic excellence. A Scientific process of education had been adopted in this school which will yield a healthy and wholesome environment where the child will develop physically, psychologically and spiritually with an open mind. Such an education will be loved by the child. We set the scale of new heights of the school education with the objective of prosperous career destiny and impart an effective education by a life of discipline and prayers, seeking wisdom and knowledge. To realize these noble dreams our teaching style has adopted new ways which help the children cultivate aesthetic senses through artistic creation and cultural programs. We take maximum initiative with a strong zeal in helping the children to live up to the expectations of a highly competitive society.

We provide ample opportunities to teachers and students to learn service mindedness and ethical principles, special emphasis is given on high character formation and all round development of personality based on sound appreciation of nature and culture education in a nutshell is an ongoing process which helps to draw out and develop all that is very best in every person. Holy Cross High Secondary School, Kathalcherra encourages and brings out students with confidence and self-esteem, which could provide the society leadership and change.

Holy Cross High Secondary School, Kathalcherrais under the HCEF affiliated to Tripura Board of Secondary Education.

School Regulations

Pattern: The school includes classes from KG -I to class XII. The curriculum of the TBSE is followed. English is the medium of instruction while Bengali is the second language.

Academic Year and Timings:

The school academic year commences in April and ends in March.

Timings : 8:00 AM to 1.30 PM

These timings are subject to change whenever necessary; it may not always be possible to intimate the change in advance.





Eligibility of age for admission to for K.G I (48 months +) i.e. 4 years plus as on March 1st. Together with the application a photocopy of the birth certificate obtained is to be submitted. In case of higher classes, a transfer certificate from the school last attended is required which should be duly counter signed by the concerned authority. All the above admissions will be subjected to a test of capacity by means of oral and written tests. Admission and assignments to a particular section of the class are entirely reserved to the school authorities. The correct date of birth is to be given at the time of admission. No change in the date of birth will be entertained. The date of birth once registered cannot be altered.

Office hours:

The Principal's office hours are
from 08.00 A.M to 01. 30 P.M.

The School Office hours are
from 7.30 A.M to 02. 30 P.M.
08.00 A.M to 01. 30 P.M.

Fees:

1. The school Fees cover twelve calendar months. No reduction is made for Holidays or broken periods.
2. No students will be allowed to sit for any Periodical examination unless all school dues have been cleared before the respective examination.
3. Fees will have to be paid as long as pupils name is on the roll.
4. The school fees and other dues are liable to be revised when found needed.
5. Certificates will be withheld from pupils who have arrears of fees.
6. Pupils joining or leaving the school during the year will have to pay for the entire Year
7. Parents / guardians can also deposit all the fees at a time in the beginning of the year.

WEEKDAYS SCHOOL UNIFORM FOR CLASSES- KG-I TO XII

Monday, Tuesday, Thursday & Friday

Kg-I to Class- X (Boys)	KG-I to Class-VII (Girls)
1. Check shirt	1. Check frock
2. Khaki color Long pant	2. Khaki color shirt
3. Neck tie	3. Neck tie
4. Brown socks	4. Brown socks
5. Black school shoe	5. Black shoe
	6. Red Ribbon



Class- VIII to X (Girls)	Class – XI to XII (Boys)
1. Check Top	1. White check shirt
2. Khaki color salwar & churni	2. Deep green long pant
3. Brown socks	3. Brown socks
4. Black shoe	4. Black shoe
5. Red Ribbon	

Wednesday

Kg-I to Class- III (Boys)	KG-I to Class-III (Girls)
1. House T- shirt	1. House T- shirt
2. White pant	2. White skirt
3. White socks	3. White socks
4. White canvas	4. White canvas
	5. Red ribbon

Class- IV to X (Boys & Girls)	Class – XI to XII (Boys)
1. House T-shirt	1. House T-shirt
2. Navy blue Track pant	2. Navy blue Track pant
3. White socks	3. White socks
4. White canvas	4. White canvas

Saturday

Kg-I to Class- X (Boys)	KG-I to Class-VII (Girls)
1. White shirt	1. White shirt
2. White long pant	2. White skirt
3. White socks	3. White socks
4. White canvas	4. White canvas
	5. Red ribbon

Class- VIII to X (Girls)	Class – XI to XII (Boys)
1. White churidar	1. White shirt
2. White socks	2. White long pant
3. White shoe	3. White socks
4. Red ribbon	4. White canvas

Monday, Tuesday, Thursday & Friday Class – XI – XII Girls	Wednesday Class – XI – XII Girls	Saturday Class – XI – XII Girls
1. White check Top	1. House Churidar	1. Fully white churidar
2. Deep green salwar&churni	2. White socks	2. White socks
3. Brown socks	3. White canvas	3. White canvas
4. Black shoe	4. Red ribbon	4. Red ribbon
5. Red ribbon		





Vacations

The school has two short vacations for Puja and Christmas and a long vacation for summer.

Examinations

There will be two unit tests and two exams. It includes Half yearly, & Annual Exam and the unit tests are placed in between to promote better learning of the students. Marks of all these exams are taken into consideration in the promotion of the candidates to the next class. Syllabus of the exams will be announced in advance. Besides these exams, the subject teachers, on a regular basis, will also conduct class tests. Students who are part of Class X and XII have got minimum five exams beside their board selection examinations.

Promotion

Promotion to higher class depends upon

- Regularity in attendance. (Minimum 90% attendance)
- Quality of day to day participation in class.
- Written work and projects assigned by the subject teacher.
- Satisfactory performance at the class tests.
- A progress report is shown to parents/ Guardians after the Half Yearly and Annual Exam. However, only Results are declared after the Annual Exam. Progress Report is normally not shown to anyone after the Final Exam. Parents/Guardians are requested to sign the progress report and to evaluate the performance of the students after the half yearly exam.

Leave Rules

- Leave of absence will be granted only for serious reasons on previous written application from parents or guardians.
- In case of absence without leave, the students, on returning to the school, must produce the reason of absence certificate from his/her parents or guardians. If any pupil has been absent for more than 3 days, he/she should not enter the class without first obtaining permission from the principal. A student returning to school after contracting a contagious or infectious disease should produce a Doctors fitness certificate permitting him/her to attend classes, without any danger to other students.

Special Activities

It is our earnest desire to make each child GOOD AND SMART. In order to achieve the above, we incorporate many educational activities during the academic year. One among them is Saturday special activities where students are exposed to varied endeavors to bring out the best in them. We make it compulsory from classes KG to XII knowing that they will be enthusiastic to develop and expand their talents and capabilities to their fullest extent during their school years. We want them to make use of their free time to discover their innate talents and to manifest them for the betterment of the society where they live, in a creative manner.

Discipline Rules

1. Pupils are expected to regularly prepare their lessons & do their homework. Those who have not done their homework will not be allowed to sit in the class.
2. It is obligatory to wear the uniform prescribed for the season on class days and at school functions.
3. Those who are not correctly dressed in conformity with the regulations of the school will not be admitted to the class.
4. Except for reasons of ill health and unavoidable circumstances, a previous written application from the guardian is required for any leave of absence. If any pupil has been absent for more than three days, he/she should not enter the class without first obtaining permission from the Principal.
5. Any pupil who is absent himself/herself for more than one calendar month without a written permission from the principal shall have his/her name struck off the rolls. To be re-admitted he/she will have to pay fresh admission fees as well as all fees for the said period of absence.
6. 90% attendance in a class is required for promotion to the next higher class.
7. Those who do not report to class for one week after the vacation will have their names struck off the rolls. The principal reserves the right to consider applications for the readmission of such pupils.
8. Pupils should treat their classrooms as sacred places. They are expected to maintain silence and order in the classrooms. Those who disturb the class will be sent out of the classroom. During the absence of a teacher from the class pupils must obey the leader appointed to maintain good order.





9. Running playing or shouting in the school building are not permitted. During the class hours pupils should move along the corridors in silence and order.

10. Participation in games, physical training, cultural activities and socially useful productive works are compulsory. Exemption will be granted on medical ground only.

101 engage themselves in any group activity or to raise funds for any purpose without the permission of the principal or any officer authorized by him on his behalf.

11. Pupils are not allowed to buy, sell or exchange any articles among themselves in the school premises.

12. No one should write on the furniture or walls or damage any school articles. Damage by accident should be reported to the principal at once. Any damage caused to school property or to the property of another student must be compensated with money or by replacing the said product.

13. Pupils shall not circulate books, magazines or periodicals in the school without the permission of the principal.

14. Irregular attendance, habitual idleness, theft, dishonesty, immoral conduct, insubordination, neglect of homework, disobedience or disrespect towards the members of the staff, unruly behavior or immoral influence justify dismissal.

15. English should be spoken in the school premises at all times in order to acquire fluency in speaking the language.

16. Without the written permission from the Principal, pupils will not be allowed to leave the school during school hours.

17. Pupils of this school are not permitted to bring Mobile phones, Electronic gadgets, unauthorized CDs, Cameras, Fancy watches and Gold ornaments and other valuable goods to the school. Once seized, such things will not be returned.

18. Those who do not come to the school with proper uniform will be fined.

19. Students are to show discipline in their hair style. Boys are to closely trim their hair and girls need to tie their hair with ribbon properly.



04. NAME OF THE LOCAL GUARDIAN OR IMMEDIATE CONTACT – IN CASE OF EMERGENCY:

HOME ADDRESS & TELEPHONE	
VILLAGE: _____	DISTRICT: _____, PIN: _____
P.O. _____	ADDHAR NO: _____
P.S. _____	PHONE / MOBIL NO. _____

05. ADMISSION DETAILS:

ADMISSION REQUIRED	LAST CLASS ATTENDED	RESULT OF THE LAST EXAM
NAME AND ADDRESS OF THE PREVIOUS SCHOOL		SUBJECTS TAKEN IN THE LAST SCHOOL

06. ATTACHMENTS REQUIRED:

01	XEROX COPY OF BIRTH CERTIFICATE	05	XEROX COPY OF ST / SC / OBC CERTIFICATE
02	ORIGINAL TRANSFER CERTIFICATE (T.C)	06	XEROX COPY INCOME CERTIFICATE
03	ORIGINAL MARKSHEET	07	XEROX COPY OF RATION CARD
04	XEROX COPY OF AADHAR CARD	08	XEROX COPIES OF BANK PASS BOOK

DECLARATION BY THE PARENT

I, _____, parent of _____ hereby apply for admission of my ward to class _____ and declare that all the statements made above are true, complete and correct to the best of my knowledge. I further declare that I am aware of the rules and regulations of the school and I promise to follow these rules and other such rules and regulations the school authorities may frame from time to time. *If I do not get 33 marks in all Subjects (Theory), it shall be considered fail and shall remain back in the same class.* I undertake to pay regularly all the fees and charges of my ward as may be decided by the school authorities.

.....
Signature of Guardian

.....
Signature of the student

SCHOOL OFFICE USE ONLY

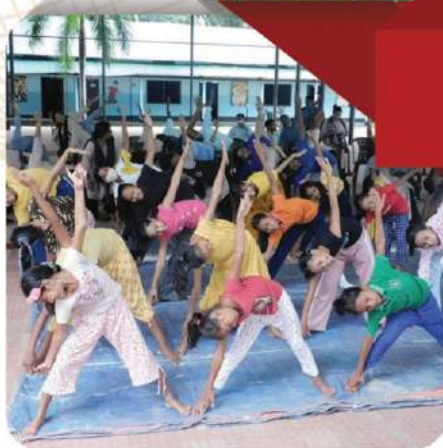
DATE OF ADMISSION	ADMISSION NO	ADMITTED IN CLASS	PROVISIONALLY ADMITTED IN CLASS	REMARKS

Seal and signature of principal

Please Note:

- Date of birth once entered in the school Register will not be changed at any circumstance.
- Birth Certificate is a must for a child to be admitted in K.G-I. No other certificate will be entertained.
- Students seeking admission to class-I above should produce Transfer Certificate and Mark sheet in original along with the Admission form.
- This form will be considered if only the particulars above are completed and necessary Documents are attached.
- Please fill up the Health History Form (By a certified medical Practitioner) and submit along with the Admission form.





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Tripura, PIN – 799288, INDIA



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